

ACTON RECREATION DEPARTMENT

EMPLOYEE JOB DESCRIPTION

Position: **Recreation Director** ~

Responsible to: Natural Resource Director and in his/her absence, reports to Town Management

Minimum Qualifications:

- Bachelor's degree in Recreation, Leisure Studies, Physical Education, Sports Management or closely related field.
- At least five years experience in the planning and supervision of group recreational, cultural and special event activities or equivalent mix of education and paid experience.
- Certification in Adult and Child CPR and First Aid.

Responsibilities:

- Implements the town's goals and objectives via a comprehensive community recreation program; plans, organizes and conducts activities and special events for all ages.
- Manages all aspects of the Town's field permitting process for all groups utilizing town playing fields and parks.
- Attends weekly department head meetings.
- Recruits, hires, trains and instructs staff in all aspects of departmental policies and procedures, supervises staff in the performance of their work; assigns staff and develops work schedules.
- Monitor and evaluates ongoing programs to assess adequacy and competence of staffing.
- Assesses and develops innovative cost and effective programs to meet community needs.
- Evaluates needs and develops long-term plans for program development and facility management.
- Publicizes and markets department programs to encourage participation.
- Develops budget estimates; manages revolving budget; administers specific program budgets; calculates program fees. Develops strategies for program financing.
- Develops specific and contract documents for vendor services; oversees contract with service vendors and independent contracts.
- Serves as the Town Manager's Representative with the Recreation Commission, other town commission and task forces; meets with private and public groups.
- Works in conjunction with the Cemetery Department in the maintenance of designated town parks playgrounds and athletic fields, including all facets of landscaping, trash removal, field preparation and upkeep.
- Provides direct service for programs; teaches and/or supervises classes and facilities as necessary.
- Submits Community Preservation Committee applications and writes grants to fund town recreation development projects.
- Manages capital and funded projects under jurisdiction of the town.
- Implements summer concert cultural series, including all aspects of event production, fundraising, marketing, budget and selecting entertainment.
- Interacts effectively and diplomatically with other town employees, departments and the general public.
- Ability to communicate clearly and concisely, both orally and written form.
- Manages NARA Park, a 40 acre outdoor park, complete with a 500' bathing beach, 2800 seat amphitheater, and 6+ acres of ball fields.
- Demonstrated success with running a summer camp program for 130+ children, ages 4-13 years.
- Hires, supervises and evaluates over 50 seasonal summer program waterfront and park employees.
- Must be computer literate.
- Must be able to work nights and weekends as necessary.
- Other duties assigned by the Natural Resource Director.

Starting wage: \$47,000

